



St Barnabas  
CofE Primary School



Green Lane  
Pre-School

## St Barnabas Primary School

# POLICY DOCUMENT

<b>Title:</b> School Charging Policy
<b>Reference and Source Document :</b> WCC Guidelines
<b>The key purpose:</b> Develop understanding of charging procedures
<b>Lead Staff Responsibility:</b> Head Teacher
<b>Governing Body Responsibility :</b> Finance and Resources Team
<b>Reviewing Cycle and next date:</b> Annually. Autumn 2023
<b>Approved by Leadership Team on:</b> 03.10.22
<b>Approved by Governing Body on:</b> 17.10.22

## **St. Barnabas C.E. Primary School & Green Lane Pre-School**

### **Charging and Remissions Policy**

#### St. Barnabas CE Primary School

Particulars of the charging and remissions policy determined by the Governing Body of the School and the statements in Worcestershire LA Admissions Policy Part B Section 2 are as follows:-

**The basic principle underlying the charging provisions of the Act is that the education provided by a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.**

The Governing Body have therefore decided the following:-

1. If the number of places for a particular activity is limited, the Head and/or Governors will decide which pupils should participate, and this decision will be made without reference to a Parents/Carers willingness or ability to make voluntary contribution towards the cost.
2. Under normal circumstances the school will provide or pay for any ingredients, materials or equipment that is needed for practical subjects. However, should the Parents /Carers wish to own a finished article, then the Head and/or Governors have a right to ask for part or full payment of materials used.
3. Parents may be asked for a voluntary contribution of either money or materials for use in connection with education during school hours. The Governors accept this as permissible provided no child is disadvantaged because of a Parent's/ Carer's unwillingness or inability to contribute in this way; e.g. Food technology ingredients, transport to swimming, educational trips, excursion, visiting performances etc.  
**Should there be an insufficient income of funds for any particular activity; the Governors give the Headteacher authority to cancel all or part of the activity.**
4. The Governors give the Headteacher authority to ask Parents/Carers for payment for damages to property or equipment provided it can be proved beyond all reasonable doubt that such damage was the result of their child's behaviour.
5. Any activity falling outside school hours, and one that is not a necessary part of the prescribed curriculum is deemed an 'optional extra' and the Governors give the Head the right to charge Parents/Carers of children attending the activity up to the full cost.

#### Green Lane Pre-School & St. Barnabas Wrap Around Care

Our fees are:

- a) payable in advance;
- b) payable even if a child is absent for any reason, whether this is through illness or a holiday taken in term time, unless 4 weeks' notice of absence is provided in writing.
- c) payable if the session is booked and for any reason the child is unable to attend.

We understand that exceptional circumstances may arise where parents need to change the child's session. Where this occurs, parents must contact us as soon as possible so we can see if a swap is possible. We reserve the right to; charge a fee of £5 where a late collection is made and/or charge a fee of £2.50 where bookings are changed.

Parents must settle their invoice by the date stated on the invoice or a 10% late payment fee will apply to the balance remaining. Failure to settle any invoice in full may result in the child's place being forfeited.

#### Green Lane Pre-School only

If a place is forfeited or a parent should decide to withdraw a child from pre-school, please note that:

- a) four weeks' fees are payable if the place is forfeited; and
- b) four weeks' notice must be given of withdrawal or four weeks' fees will be charged

Agreed by Governors on 04.10.21